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Chief of Logistics

THRU : The Assistant Chief for Operations, LO  
Acting Chief, Transportation Division, LO

DEC. 22, 1954  
JAN 5

Movement of Agency Record Center

1. PROBLEM

To prepare plans for the movement of the Agency Record Center during the month of February from [REDACTED]

[REDACTED] with no interruption in the service being provided by the Record Center.

2. ASSUMPTIONS

a. The new building now being constructed at [REDACTED] to house the Agency Record Center will be completed and ready for occupancy prior to 1 February 1955.

b. The new steel shelving procured for use at [REDACTED] will be installed and ready for use prior to 1 February 1955.

3. FACTS BEARING ON THE PROBLEM

[REDACTED]

c. The Management Staff, DD/A, has requested that the move be commenced on or about 1 February 1955 and that the records be moved in relatively small increments in order that the Center can continue its normal functions without an undue interruption in service.

d. The Record Center, now located at [REDACTED] following material which must be moved to the [REDACTED]

(1) Records

(All records are packed in boxes approximately one cubic foot in size, with an average weight of 31 pounds.)

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Total Number Boxes. . . . . 18,000  
Total Weight. . . . . 558,000 lbs.  
Total Pallet Loads (18 boxes to the pallet). . . . . 1,000  
Average Weight per Loaded Pallet. . . . . 675 lbs.  
Dimension of Loaded Pallet. . . . . 33½" x 41½" x 41½"

(2) Shelving

Number of Erected Sections. . . . . 302  
(200 - 42" x 30" x 110" and 102 - 42" x 15" x 110")  
Number of Knocked-down Sections. . . . . 85  
Total Sections. . . . . 387  
Average Weight per Section. . . . . 315 lbs.  
Total Weight of all Sections. . . . . 121,905 lbs.

(3) Office Equipment

25X1A6a Office furnishings and equipment are not being considered  
25X1A6a as a part of this move since they will be returned to the  
prior to the beginning of the move, and new  
furnishings shipped from there to

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h. No forklifts or forklift operators are available at or 25X1A6a

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25X1A6a i. No organic laborers are available at the Record Center in  
for loading vehicles or for disassembling empty sections  
of steel shelving.

25X1A6a j. Sufficient laborers can be made available by the 25X1A6a  
to perform the following:

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(1) Assist in unloading trucks as they arrive from

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(two per day planned).

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(2) Place boxed records in the shelves at

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(3) Assist in loading empty pallets on trucks for return to

k. Sufficient Agency-owned trucks and drivers are available to move approximately 50 pallet-loads of records per day.

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l. The Security Office can provide a security escort, with vehicle, for one trip per day between during the period of the move.

m. The corrugated boxes in which the records are stored cannot be stacked over three deep, without damage to the boxes.

n. Two hundred (200) crib-type pallets have been built for this move and are on hand at the

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o. The assignment of specific vehicles to accomplish the move will be left to the discretion of the Transportation Division, based on a requirement that 50 pallet-loads of records be moved daily.

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q. The steel shelving currently installed in the is made up of individual sections of shelving, 42 inches wide, which must be disconnected prior to moving. This is essential because of the restricted entrances to the

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#### 4. DISCUSSION

a. There are several means available for accomplishing this move, each with its own peculiar advantages and disadvantages.

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(a) It would completely disrupt operations of the Record Center for approximately one week.

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c. The move can be accomplished through the use of Agency vehicles and drivers. Although this means removing a certain number of tractor-trailers and/or trucks from regular service for a relatively long period of time, it has certain advantages which outweigh this particular disadvantage:

(1) It is the most secure means.

(2) It is the most flexible means; i.e., the move can be scheduled as desired and the schedule can be manipulated to meet changing demands or unforeseen interruptions as the move progresses.

d. Sufficient GSA laborers can be obtained through the Real Estate and Construction Division, LO, for loading 50 pallets per day at [REDACTED]. It is estimated that six men will be required for eight hours each day.

e. One forklift and operator can be obtained on loan from the [REDACTED] for use at [REDACTED] during the period of the move. One forklift and operator can be obtained from GSA for use at [REDACTED] during the period of the move. This is sufficient to handle 50 pallet-loads per day.

f. If Agency vehicles and drivers are to be utilized to accomplish the move, a schedule can be prepared which will not place too great a burden on personnel loading and unloading trailers, and will not cause an interruption in the service being rendered by the Record Center. Many combinations of moves are possible; however, one involving the use of an average of two vehicles per day, transporting 50 pallets, appears best to meet all the requirements. This method has the following specific advantages over all others considered:

(1) Vehicles can be loaded simultaneously at [REDACTED] and can proceed together to [REDACTED] in convoy with the representative of the Security Office assigned for this move.

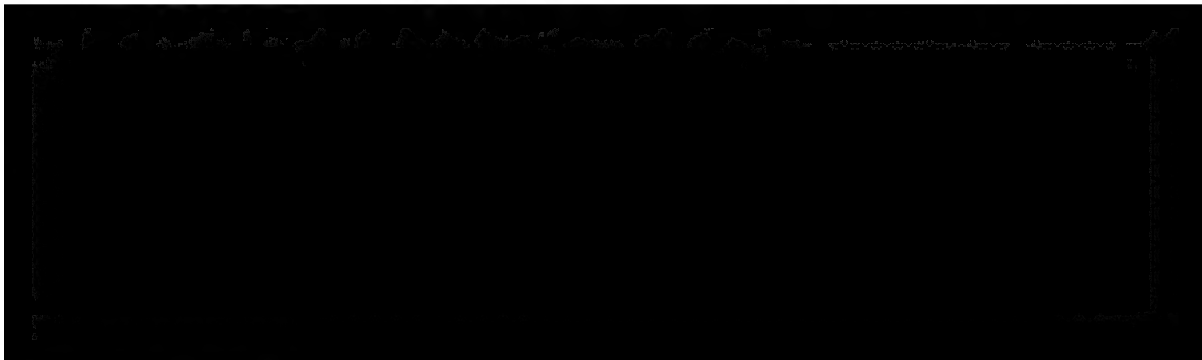
(2) A minimum of personnel will be required at [REDACTED] for loading, and at [REDACTED] for unloading.

(3) Records can be placed in the shelves at [REDACTED] on the same day they leave [REDACTED], thus enabling the Record

Center to operate from both locations as the move progresses.

g. Since an average of 50 pallets per day will be hauled and there are approximately 1,000 pallet-loads to be moved, it will take approximately 20 days to complete the transfer of the records alone. Proposed schedule for the movement of the records is included in Annex I, MOVEMENT PLAN.

h. The steel shelving at [REDACTED] can be disconnected by GSA 25X1A6a labor, on a daily basis, as they are emptied.



## 5. CONCLUSIONS

a. The transfer of the Agency Record Center should be accomplished with Agency vehicles and drivers, and the move should commence on or about 1 February.

b. No attempt should be made to specify beforehand the types of vehicles to be used in accomplishing the move. This should be left to the discretion of the Transportation Division, based on a stipulated requirement that 50 pallet-loads of records be moved daily and that the disassembled steel shelving be moved after the records have been transferred.

c. The steel shelving in the Record Center Warehouse at [REDACTED] 25X1A6a should not be disassembled or moved until all records have been transferred to [REDACTED]

d. The steel shelving at [REDACTED] should be disassembled by GSA 25X1A6a labor, on a daily basis, and reassembled at [REDACTED] by contract labor. 25X1A6a

e. The Real Estate and Construction Division, IO, should be responsible for arranging for the contracts to reassemble shelving at [REDACTED]. This includes the new shelving to be erected prior to 1 February and the old shelving to be erected during the first half of March.

f. The Real Estate and Construction Division, IO, should be responsible for arranging with the General Services Administration

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to provide a forklift, a forklift operator, and a crew of six men to load records and disconnect steel shelving at [REDACTED] during the entire period of the move (approximately 1 February to 14 March, 1955).

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g. The Supply Division, IO, should be responsible for providing one forklift and operator at [REDACTED] for the entire period of the move.

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h. The Security Office should be responsible for providing a security escort, with vehicle, to accompany vehicles transferring records from [REDACTED].

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i. The Chief, Records Management Division, Management Staff, DD/A, should be responsible for providing personnel to supervise the handling of records at [REDACTED] for the entire period of the move.

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j. The Transportation Division, IO, should be responsible for providing the transportation required for the move and for overall coordination of the various aspects of the move. This should be accomplished by the appointment of a Project Officer, who can act as coordinator and as a focal point for all queries concerning the move.

6. ACTION RECOMMENDED

a. It is recommended that the attached plan for the movement of the Record Center from [REDACTED] based on the conclusions reached in this study, be approved and returned to this Division for implementation.

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ANNEXES:

Tab I -- Movement Plan, with 2 Enclosures

CONCURRENCES:

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[REDACTED]  
Chief, Supply Division, IO

30 Dec 54  
Date

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[REDACTED]  
Chief, Real Estate and Construction  
Division, IO

30 Dec 54  
Date

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Chief, Physical Security Division, SO

5 Jan 55  
Date

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Chief, Records Management Division,  
Management Staff, DD/A

5 Jan 55  
Date

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Assistant Chief for Operations, LO

31 Dec 54  
Date

6 Jan 55  
Date

APPROVED:

25X1A9a

  
Chief of Logistics

LO/ED DRB:ecb (30 December 1954)

Distributions:

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